

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-08-P068

POSITION: Operations Research Analyst,
DS-1515-13

OPENING DATE: 04/25/08

CLOSING DATE: Open Until Filled

IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE: 05/08/08

SALARY RANGE: DS-13 \$72,010 - \$92,782 PA

WORK SITE: WASHINGTON, D.C.
PROMOTION POTENTIAL: NONE

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

AREA OF CONSIDERATION: Unlimited

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), Office of External and Interagency Affairs (OEIA), Office of Planning, Policy, and Program Support (ODPPPS)

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: _____
☐ Temporary (Up to 1 year, Not-to-Exceed) _____

☒ This position IS in the collective bargaining unit represented by **AFSCME - LOCAL 2401** and you may be required to pay an agency service fee through an automatic payroll deduction.

☐ This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent manages and reports case flow data reports which were conceptualized, constructed, tested and implemented for reporting agency activity to the Court, the plaintiffs' attorneys and the Court Monitor as well as being used for management and decision-making purposes. Establishes a reliable baseline of information from which all agency data concerning the number and flow of children and families is derived. Coordinates monthly trends report to ensure and monitor the accuracy of FACES data. Identifies and implements various data-related projects that will improve the reliability and validity of agency data. Creates processes, establishes and manages teams to address the above-mentioned projects. Initiates longitudinal studies and analyses of child welfare trends (nationally and locally). Provides Agency management with data utilizing state-of-the-art data collection methodology. Represents the Deputy of Planning, Policy and Program Support on CFSA internal data reviews and various other committees. Provides research and analysis for special projects. Independently plans and conducts historical analyses of children currently or previously known to CFSA and contributes to the resulting research reports published by the Court Monitor. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Through knowledge of quantitative and qualitative research methods. Practical experience and training in questionnaire and data collection tool construction;
2. Through knowledge of analytic and mathematical skills with a emphasis on the collection, analysis and reporting of statistical data;
3. Understanding of complex organizations, levels and modes of communication and the analytical ability to design programs and methods of communication to facilitate the timely and accurate collection of information and data throughout CFSA;
4. Excellent written and verbal communication skills, teaching and interpersonal communication skills; and
5. Must be proficient in the Microsoft Windows environment, including Word, Excel, Access, Power Point and SPSS applications.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY:	MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
	FAX TO:	(202) 727-5750	WEBSITE:	www.cfsa.dc.gov
	EMAIL TO:	cfsa.jobs@dc.gov	TELEPHONE:	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.
